



COUNTY OF MAUI
OFFICE OF ECONOMIC DEVELOPMENT
2200 MAIN STREET, SUITE 305
WAILUKU, MAUI, HAWAII 96793
PHONE (808) 270-7710 FAX (808) 270-7995

FINAL REPORT FORM

Contract/Grant Number: _____

Grand Period: _____ to _____

Organization Name: _____

Program/Project Title: _____

Contact Name: _____ Title: _____

Telephone Number: _____ Email: _____

Please submit this completed and signed Final Report Form, Final Financial Report form with a narrative report that addresses each of the following items. Events must also submit the Event Final Report. Use additional pages as needed.

The Final Report is a cumulative report of your grant performance period. Please make sure your numbers reflect totals for your entire project/program.

- Program/Project description from your original proposal.
- Discuss the results of your program/project.
- Provide your Dashboard of Performance Measures
- Provide two anecdotal stories of how this grant funding assisted our community.
- Report on your Goals, Objectives, Action Steps and Success Measures in Section D of your Proposal with the actual outcomes and results.
- Using your proposed methodology from your Proposal, explain why you were able to reach your stated goals and objectives and/or why you were unable to reach your stated goals and objective(s).
- Describe how this program/project could be improved.
- Attach copies of all news articles, advertisements, flyers, brochures, promotional materials on this project printed to date.
- Provide five digital photos with the Final Report that best depict your event or program.

Submitted by: _____

Signature

Date

Office of Economic Development -- Staff Use Only

Received by OED: _____

Quarterly Report Accepted by: _____
(OED Staff) (Date)

(Date)